



Student – Parent Handbook  
2024-2025



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**WELCOME**

Dear Parents,

This Parent and Student Handbook was designed to help you learn more about our school and to serve as a reference for information related to school procedures, policies, and regulations. Please note, all policies, rules, and regulations contained within this handbook may be subject to modification or change to comply with regulations.

We look forward to working with you and your child and invite you to ask questions and seek out the expertise of our staff. We are committed to working in partnership with you so that your experiences at Joyce Kilmer School will be positive and productive.

Here’s to a great 2024-2025 school year!

Billy Bowie, Ed.D.

Principal

Ashley Adams

Assistant Principal

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**Joyce Kilmer Main Office Staff  
2024-2025**

<b>Principal</b>	Dr. Billy Bowie	201-762-2278
<b>Assistant Principal</b>	Ms. Ashley Adams	201-762-2271
<b>Administrative Assistant</b>	Mrs. Mary Jane Baldi	201-762-2278
<b>Administrative Assistant</b>	Mrs. Alyson Bongiorno	201-762-2271
<b>Nurse</b>	Mrs. Emilie Brinson	201-762-2273
<b>Head Custodian</b>	Mr. Donald Keene	201-762-2277
<b>Attendance</b>	Main Office	201-762-2279

## **SCHEDULES**

### **Time Schedule**

<b>Opening and Closing Times</b>	
Regular School Hours	8:52 a.m. – 3:22 p.m.
2 Hour Delayed Opening	10:52 a.m. – 3:22 p.m.
Single Session	8:52 a.m. – 1:22 p.m.

<b>Daily Schedule (Regular School Hours)</b>	
8:40 a.m. – 8:52 a.m.	Student Arrival
11:21 a.m. – 12:21 p.m.	5th Grade Lunch
12:41 p.m. – 1:41 p.m.	4th Grade Lunch
3:22 p.m.	Dismissal

### **SCHOOL CLOSING OR DELAYED OPENING INFORMATION**

When weather conditions prevent us from opening schools at the regular time, the following procedure(s) will be put into effect:

1. The One Call system has been instituted throughout all of the Mahwah School District. Please update your contact information using the Realtime parent portal to ensure that you receive messages through use of the One Call system.
2. Please check the Mahwah website at [www.mahwah.k12.nj.us](http://www.mahwah.k12.nj.us)
3. On a two- hour delayed opening day, bused students should report to their assigned stop two hours later than usual. All before school activities are canceled. Our schools will serve a limited cafeteria lunch.
4. When schools are closed, all after school and evening activities will be canceled.
5. Please do not call the local police with questions.

### **SINGLE SESSION DAYS**

Single sessions are as noted on the Mahwah School District calendar (<http://www.mahwah.k12.nj.us/Page/2>). Single sessions are also held during days when parent conferences occur in November. Please note that Joyce Kilmer will hold a single session on Curriculum Night.

### **ARRIVAL/DISMISSAL PROCEDURES**

#### *MORNING ARRIVAL*

Parents who drive students to school are asked to drop their children off at the designated area only. All students are to be dropped off under the 5<sup>th</sup> grade overhang. Please pull all the way up to allow for an efficient drop off process. Staff members will be there to assist. Any student attending an early morning rehearsal or tutoring session should be dropped off by the music room. Please do not drop students off at the front door using the handicap or visitor parking spots. **No student should arrive earlier than 8:35 a.m.** unless they have early rehearsal or tutoring, as supervision begins at that time.

Children that have early rehearsal should not arrive before 7:55 a.m. Upon entering the school, fourth grade students

are to report to the new gymnasium and fifth grade students should report to the old gymnasium.

### **AFTERNOON DISMISSAL**

All bus students report to the new gym or all -purpose room and are dismissed when their buses arrive. In the afternoon, parents and guardians should park on the front playground and wait in their cars for students to be dismissed. If your child needs to be dismissed as a car pick-up and he/she doesn't know it, you must call to notify the office no later than 2:30 p.m. The office will then give your child the message. Staff on duty during dismissal will not be able to contact the main office to request your child come out to the pick-up area. For car pick-up, parents/guardians will pull into the front black top and line up via the parking bars in the lot. **Please do not park in the fire zone, handicap, visitor spots, teachers' parking lot, or Center for Food Action parking lot.** In addition, according to New Jersey state law, idling is not allowed for longer than three minutes.

In order to maintain a safe environment at dismissal for our students and to ensure a safe and smooth operation, it is imperative that the following procedures are followed:

1. Drive slowly when entering the front playground area.
2. Leave space between each car.
3. Fill each row -- going from LEFT to RIGHT in the order you enter.
4. Turn off your car engine.
5. Do not move your car until all students have cleared the lanes and the teacher on duty gives the okay.
6. Please do not exit through the entrance route!
7. Parking perpendicular to the cars is a safety hazard for the children exiting the building. Please wait outside the lot until there is a space available for you to enter onto a line.
8. Do not park in any numbered spot in the Board of Education or Center for Food Action parking lot.

**Thank you for your cooperation in keeping our children safe!**

**A note from a parent or guardian must be submitted to the homeroom teacher or email [jkattendance@mahwah.k12.nj.us](mailto:jkattendance@mahwah.k12.nj.us) if a child is either walking to their destination or going home with another child/parent. Note, students are only permitted to ride their assigned bus.**

### **EMERGENCY CONTINGENCY PLAN**

Please take time to develop a contingency plan with your child in case no one happens to be home when he or she arrives home after school. .

## ACADEMIC INFORMATION

### *MARKING PERIOD DATES*

#### First Trimester

September 5, 2024 - November 27, 2024

#### Second Trimester

December 2, 2024 – March 7, 2025

#### Third Trimester

March 10, 2025 – June 24, 2025

## CODE OF CONDUCT

### STUDENT DISCIPLINE

Student discipline is a matter of setting clear, reasonable, attainable, and necessary expectations for student behavior. The principal and staff will attempt to ensure that these expectations are consistently and uniformly enforced in accordance with the discipline policy of the district (#5600). The goal of our discipline policies and procedures is to lead students toward responsibility and self-direction in learning and behavior.

All students at Joyce Kilmer School will be required to conduct themselves in a manner which will be respectful of themselves, their parents, teachers, fellow students, visitors, and school property. Failure to meet these expectations may have consequences such as detention (recess/lunch), denial of privileges, and in severe cases, may result in an in-school or out of school suspension. Rules for the playground and cafeteria are posted and reviewed with students at the beginning of and throughout the school year.

#### Joyce Kilmer's 3 R's

##### Respect Yourself

- Ask for help when you need it
- Follow rules and directions to stay safe and healthy
- Be responsible for your own belongings

##### Respect Others

- Use actions and words that are kind
- Walk quietly in the hall so that you do not disturb other classes
- Treat others with respect
- Be helpful to others
- Always let your teacher know where you are

##### Respect Your Environment

- Treat classroom materials and equipment carefully
- Keep trash in trash cans
- Leave chewing gum at home
- Recycle

### STUDENT BEHAVIOR AND RESPONSIBILITIES

#### *HARASSMENT, INTIMIDATION, AND BULLYING*

Joyce Kilmer School has a commitment to keep students safe

and will not tolerate bullying. Parents of students being bullied should contact school administration immediately. The district bullying and harassment policy is listed below. Joyce Kilmer School's Anti-Bullying Specialist is the Assistant Principal.

Please feel free to contact us with any questions or concerns.

#### **Policy # 5512 Statement**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. "Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication ("Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.) and that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

#### **LUNCHTIME EXPECTATIONS**

- Enter the cafeteria in a quiet and orderly fashion.
- Sit at the table without crowding other children.
- Use good manners
- Speak in a soft voice.
- Do not share or trade food with the other children at your table.
- Clean up all food, paper, and other items before being dismissed.
- Always listen to the adults in charge.

## PLAYGROUND / RECESS EXPECTATIONS

- Stay safe by playing in the designated areas only. An adult should always be able to see you.
- Do not leave the playground without the permission of the adult in charge.
- Never indulge in rough activities such as pushing, wrestling, tackling or play fighting.
- Include all children who want to play.
- Share playground equipment and supplies.
- Use playground equipment in the manner for which it was intended.
- Be courteous to other students who are involved in a game.
- Always follow the directions of the adult in charge.
- Tell an adult immediately if someone gets hurt.
- Tell an adult immediately if someone is picked on or harassed.
- Tell an adult if a stranger is on the playground.
- Stop playing and line up immediately when recess is over and the whistle is blown.
- Always go to your class's designated area to line up.
- Do not enter any wooded areas.

## BUS BEHAVIOR

*Refer to District Regulation #5600*

Riding the bus is a privilege, not a right. While buses are in operation, the bus drivers have the same authority as teachers – including the assignment of seats and supervision of conduct. **Students are only to ride on the bus to which they have been assigned.**

One of the major concerns in transporting students safely to and from school is student behavior at the bus stop and on the bus. Student safety is clearly endangered when there is behavior on the bus that distracts the driver. Each student must realize that misbehavior on the bus could cause an accident that might result in injury or death. The school continually stresses safety and good behavior at the bus stop and on the bus. It is the responsibility of the parents to see that children do not misbehave while waiting for the school bus.

All students and parents will be signing a bus contract.

Please review the following bus procedures with your child:

1. Leave home early enough to arrive at the bus on time. Walk to the bus stop in a safe manner.
2. Wait for the bus in a safe place away from the roadway.
3. Enter the bus in an orderly manner, take a seat and put the seatbelt on.
4. Follow the instructions of the bus driver.
5. Remain in the seat and keep the seat belt buckled while the bus is in motion.
6. Keep aisles clear at all times.
7. Remain quiet and orderly.
8. Be courteous to the school bus driver and fellow passengers.
9. Be alert to traffic when leaving the bus.
10. Never put any body part or objects out the bus windows or throw anything out of the bus.
11. Eating on the bus is prohibited.

12. Students may not change buses or bus stops.
13. The driver or school administrator may assign seats.
14. Cell phones, tablets, and/or smart watches should not be used on the bus.

For your information, discipline on the School Bus (NJ Title 18A: 25-2) is as follows:

“The driver shall be in full charge of the school bus at all times and shall be responsible for order. They shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school they attend.”

A student may be excluded from the bus for disciplinary reasons by the principal, and his or her parents shall provide transportation to and from school during the period of such exclusion.

Refer to Bus Assignment Policy #8600

## CELL PHONE/CAMERA USAGE

Students are not permitted to use any type of cellular telephones or similar devices in the school building or on school property while school is in session. Any type of camera, including digital cameras, cameras in cell phones, tablets with camera capabilities, and smart watches are not to be used during school hours or on school property after school hours without the express authorization of the teacher who is present. All electronic devices and cell phones are to be turned off and kept in school lockers. The school is not responsible for any lost, stolen, or damaged items. Under no circumstance are these devices to be used in bathrooms. Additionally, no video images of any student or staff member may be taken without the permission of the supervising faculty or staff member.

If you need to contact your child during the school day, please call the school office. Do not text or call your child on their personal cell phone or smart watch, as this takes away from their educational experience and the experience of others. Remember, all cell phones are to be turned off and housed in the student's locker during the school day. Failure to adhere to the policy above may result in confiscation of the device. When a device is confiscated a second time, the parent or guardian will be required to pick up the device from the main office.

## DRESS CODE

Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to override parent or student decisions in the selection of clothing styles that frequently change and reflect personal taste, it is necessary to have guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process.

The purpose of these dress code regulations is to have standards for what is acceptable dress and grooming within the educational setting. In addition, the guidelines are

designed to encourage a style of dress and grooming that is conducive to establishing a positive climate for teaching and learning. Mahwah Township Public Schools is committed to improving the school environment for students, staff, and the community. Dressing appropriately for school reflects a positive image of our uniqueness and lends dignity to our most important task at school—teaching and learning. It allows us to recognize the demands of society regarding professional dress and makes a distinction between school (work) and recreational activities. Good taste and common sense should prevail. In addition, school regulations prohibit pupil dress or grooming practices that:

- Are hazardous to health or safety
- Interfere with schoolwork
- Disrupt or distract the educational program
- Advocate illegal or unhealthy behavior
- Contain inappropriate pictures or words
- Cause excessive wear or damage to school property
- May be offensive to the school community

The following guidelines are examples of, but not limited to, unacceptable attire as per Board of Education Regulation #5511:

*Shredded, ripped, or cut-off clothing, bare midriff tops, see-through clothing that exposes the torso or any other part of one's anatomy, including half shirts and muscle shirts. Underwear that is visible, beachwear, low cut tops, halter and backless tops, cut-out shirts and pants, tight fitting clothing, tank tops (including oversized basketball jerseys) and tops with straps less than 2" are not permitted. Additionally, tube tops, strapless tops or spaghetti straps worn without an outer shirt are not permitted. Students should keep in mind that clothing should not be too revealing.*

1. Any clothing or patches that have writing or pictures that include the following are not permitted:
  - References to violence
  - Racist comments
  - Anti-religious references
  - Profanity
  - Sexual connotations or double messages
  - Tobacco, alcohol, or drug use
  - Patches or decorations that could be construed as offensive or obscene
2. Clothing, apparel, and/or accessories that may be construed as gang-related are strictly prohibited.
3. Tops and shirts must be long enough so that the midriff is not exposed.
4. Skirts, dresses, and shorts that end higher than 5" from the top of the knee are not permitted. An easy check is to see if your fingers can touch the skin of your leg when standing straight.
5. Pants are expected to be worn at or above the waist and are not to expose undergarments.
6. Shorts and sweatpants that have writing on the seat are not permitted.
7. Shoes must be worn at all times. Heelys cannot be worn. Crocs or slides should not be worn as they create a very unsafe environment for students.
8. Bare feet, unsafe footwear, shoes with cleats, flip flops, and slippers are prohibited.

9. Hats, sweatbands, visors, do-rags, bandanas, hoods of any kind, and all other head coverings are prohibited. Head coverings worn for religious reasons must be approved in advance by a school administrator.
10. Sunglasses and tinted non-prescription glasses are not permitted except as prescribed by the student's physician.
11. For health and safety reasons, heavy chains, studded collars or bracelets, and other choke collars are not permitted.

*Students are expected to cooperate courteously when faculty and/or administration require compliance with these guidelines for appropriate dress. **Students who do not comply with the dress code guidelines will be asked to change/adjust/alter clothing so that they are in compliance. This may include a student waiting out of class (unexcused) in the main office while a parent brings their son/daughter acceptable clothing.***

## **POLICY**

### **STUDENT ATTENDANCE – POLICY #5200**

In accordance with the provisions of N.J.S.A.18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C.6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C.6A:16-7.6(a)4 and Regulation 5200.

**Unexcused absences** from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with effects of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average



daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C.6A:30-5.2.

The mere presence of a student at roll call (homeroom) shall not be regarded as sufficient attendance for compliance with N.J.A.C.6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day. Unexcused Absences that Count Toward Truancy/Excused Non-Countable Absences/Unexcused Countable Absences "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for the following reasons:

- Unverified Absence (no documentation or parent contact)
- Cutting school

"An **excused absence**" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A.18A:36-14, or any absence for the reasons listed below:

- The student's illness supported by written verification from a physician upon the student's return to school;
- The student's required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Death in the family supported by a written letter from the parent upon the student's return to school;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Your Child to Work Day; Note a letter on company letterhead is required for an excused absence.
- An absence considered excused by a New Jersey Department of Education rule.
- Required by nurse to go home
- Chronic medical condition that has been previously documented by a physician, supported by a written letter submitted by a parent within 5 school days upon the student's return to school.

#### **Unexcused Countable Absences**

- The following absences are unexcused countable absences. At the secondary level, denial of credit on the thirteenth absence in a full year course; on the seventh in a semester course
- Family business/vacation with note from parent or guardian upon return to school.
- Occasional illness with note from parent or guardian upon return to school.

- Unverified absence-no documentation within 5 school days.
- "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C.6A:16-7.6(a)4. and the definition of school day pursuant to N.J.A.C.6A:32-8. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

#### **Notice to School of a Student's Absence**

- The parent or adult student is requested to call the school office before the start of the student's school day.
- The parent of the student or an adult student who will attend the morning session but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
- The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

#### **Readmission to School After an Absence**

- A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
- A note explaining a student's absence for a non-communicable illness for a period of more than 5 school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

#### **A. Grade Kindergarten through Eight**

1. When a student's unexcused countable absences reach the following levels the procedures are:

##### **a. Ten Absences**

Letter of concern

##### **b. Fifteen absences**

Letter of Concern

Attendance by parent at meeting

##### **c. Twenty absences**

Mandatory action by the Principal

Mandatory visit by social worker

Referral to court; or

Retention; or

Completion of two courses in approved summer program; or

Thirty hours in a tutorial program which encompasses three courses

#### **LATENESS**

Punctual arrival to school is the responsibility of each student. You must be in homeroom by **8:52 A.M.** Students arriving late must report to the main office to sign in and obtain a late pass to class. If a student continues to be late, disciplinary action will be taken.

When a student's tardies reach the following levels, the procedures are as follows:

##### **a. Twelve – Fifteen tardies**

- Letter by school personnel.
- b. Twenty – Twenty-five tardies**  
Parent or guardian conference with the Principal

Routine medical appointments before school are “countable” tardies.

### **EARLY DISMISSAL DURING THE SCHOOL DAY**

Every effort should be made to schedule appointments for students outside of school hours. An early dismissal should be requested only when no other reasonable alternative is available. If a student must be excused from school before dismissal, please send the request in writing to the teacher.

**This note must contain the reasons for the request and a telephone number to contact a parent/guardian for verification. To ensure the safety of our students, no student will be released early without such a note or a direct telephone call from a parent/guardian. A parent must sign a student out in the main office. Parents must pick up their child no later than 3:00 p.m. to ensure minimal disruption to the end of the day classroom routines.** Please avoid last minute requests or pop-in requests for an early dismissal. This will delay getting your son/daughter to the office and interrupts instruction. If your child returns during the school day, he/she must be accompanied by the parent/guardian to the main office.

**As per the regulation above, in order for a student’s attendance to count for the day he/she must be present at least 1 hour in the morning and 1 hour in the afternoon.**

### **STUDENT HEALTH**

#### **STUDENT ILLNESS**

At the elementary school level, regular attendance is very important. However, if your child is ill, he/she should remain at home. Please keep your child home if the following symptoms are evident: runny nose, diarrhea, cramps, nausea, swollen glands, productive cough, pink or inflamed eyes, rash and/or fever.

Parents should call the attendance line, prompt #2, each day of an absence at 201-762-2270. **A note is also required for absence or tardiness upon return to school. You may email the note to [jkattendance@mahwah.k12.nj.us](mailto:jkattendance@mahwah.k12.nj.us)**

**Please notify the nurse immediately of any communicable disease or medical concern.**

**All doctor’s notes related to absences should be submitted to the main office within 5 days of returning to school. Absence for five consecutive days or longer will require a doctor’s note upon return to school.**

Students absent from school due to family vacations (unexcused absence), along with illness absences, will be responsible for completing class assignments while they are absent. Work will be expected to be up to date. **No**

**homework will be sent home until the second day of the absence.**

#### **STUDENT MEDICATION**

We consider it important to remind you of our district policy (#5330) concerning the administration of medication to students. The policy reads in part as follows:

*"The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicine prescribed by a doctor."*

In order to comply with this policy and for the protection and well-being of your child and other children, we ask you to follow these steps:

1. Try to schedule the medication so that it can be given before the child leaves for school and after the child returns home. No child can carry or self-administer medication.
2. If your doctor requests that medication be given in school, the following is required:
  - a. A written order from the prescribing physician, including the dosage, the time at which the medication shall be administered, the length of time for which the medication is prescribed, and the possible side effects of the medication.
  - b. Written permission from the parent/ guardian for the medicine to be administered by the nurse.
  - c. The parent/guardian must bring the medicine to school in the original container.
3. The school nurse or parent / guardian is the only person permitted to administer medication in the school. When the nurse is not available, you will be notified and will have the option of coming to school to administer the medicine yourself. If your child has to use an inhaler, he/she may now carry it if the proper form is on file in the Health Office. This form may be obtained from the nurse.
4. In addition, please note that the school nurse cannot administer over-the-counter drugs, such as cough medicine and decongestant tablets, unless written under a doctor’s prescription.
5. Changes in New Jersey law state that a student may now carry and self-administer inhalers for asthma or medications for severe allergic reactions (i.e. Epi-Pen) upon submitting the required form that can be obtained from your school nurse.

#### **PHYSICAL EDUCATION EXCUSE**

A written note must be provided for a student to be excused

from physical education class. A physician's note is required for any extended periods of time. Students who are excused from P.E. will not be permitted to play at recess.

#### **STAYING INDOORS AT LUNCHTIME**

Requests for children to stay indoors during lunch/ recess must be for health reasons only and must be in writing and updated weekly.

#### **EMERGENCY HEALTH CONTACT CARD**

Emergency and Health cards are distributed each September to all families. They must be completed in full and returned during the first week of school for each child. These cards are essential if a child is injured, becomes ill at school. We must know who to contact should you not be available. Please update all information whenever there is any change in parent/emergency contact or health information. Information can be updated using the Realtime parent portal.

#### **RELATED HEALTH SERVICES**

1. Students' height, weight, and blood pressure will be measured yearly.
2. Students will have a vision screening in fourth grade.
3. All fifth-grade students will have a scoliosis screening with parental permission.

Physical examinations are recommended annually for all students and required for all new students entering the Mahwah School District. Physical exams are not provided in the schools. Please have your family care provider complete the physical form available on the Mahwah district website or from the health office.

#### **SCHOOL NUTRITION**

Like many Americans, we are concerned about obesity in our nation's school-aged population. Studies have shown that a poor diet combined with a lack of exercise negatively impacts children's health and their ability and motivation to learn. The Mahwah Board of Education adopted a nutrition policy (#8505, excerpt below) in response to these concerns, as well as to be in compliance with federal and state mandates.

We ask that parents and guardians follow these guidelines when sending in food meant for group consumption (birthday treats, holiday parties, etc.). Prior to sending any food to school, please check the approved list on the website. Food brought to school that does not follow the guidelines will not be served. Additionally, because of the large numbers of our students with nut allergies, it is important that foods sent in for the whole class NOT contain nuts or nut butters/oils. Soda and gum should not be brought to school to be consumed during the school day.

#### **Mahwah Board Nutrition Policy #8505**

*The Board is committed to providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school*

*meal; and providing pupils with the opportunity to engage in daily physical activity.*

*The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:*

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations.
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

### **PROGRAMS**

#### **JOYCE KILMER SCHOOL PROGRAM OVERVIEW**

##### ***Reading and Language Arts***

Joyce Kilmer teachers use the Reading and Writing Workshop model to teach reading and language arts. The Reading and Writing curriculum was revised to align with New Jersey Student Learning Standards. In reading, this program emphasizes the interaction between readers and text. Students learn to ask questions, make connections with prior knowledge and previously read texts, and ask questions to clarify faulty comprehension they recognize has occurred. The Reading Workshop provides children a time to read literature that is "just right" for them, while being mentored by a teacher who infuses explicit instruction of skills and strategies to increase student driven, student reading/writing conferring time, small group work, mid-workshop teaching points, and teaching shares.

During Writing Workshop, students are exposed to units of study that offer instruction in areas such as narrative, argumentative (persuasive), informational, research and poetic writing. This program focuses on developing each student's understanding of the writing process, use of writing, and what makes great writers. The workshop method creates writers who are focused, detailed, structured, clear, and insightful with "increasing control of conventions through rehearsing, planning, studying exemplar texts, drafting, rereading, revising, reimagining and editing" (Calkins, L., 2011) It is our hope that through the use of this model, we not only develop skilled readers and writers, but students who are passionate about reading and writing.

##### ***Mathematics***

The Everyday Math series is used for instruction. Problem solving strategies, computation, data collection, and data analysis are some areas that are taught. Technology and a variety of resources, including math manipulatives are integrated into instruction. We also implement a guided math or small group learning approach regularly within math instruction.

##### ***Social Studies***

Our fourth-grade curriculum focuses on New Jersey, its historical involvement, map skills, economics, and geography. The fifth-grade curriculum utilizes a wide range of resources to present content. The Internet, literature, maps, and textbooks are the tools used by our students to explore history and geography.

### **Science**

Students utilize science consumables in conjunction with technology and other resources. The Science curriculum aligns with the NJSLS standards for science. During fourth grade, units focus on: electricity and magnetism, animal adaptations, oceans, geology, and plants. The fifth-grade science curriculum includes units on: animal classification, matter, weather and climate, the skeletal, muscular and nervous systems, stars, galaxies, constellations, motion and forces, the Earth's structure and surface, energy and energy conservation, plants, and forests.

### **Physical Education / Health**

At Joyce Kilmer School, the physical education program stresses the importance of lifelong health and fitness. We teach our students the importance of developing habits and maintaining skills and attitudes that will lead to excellent physical and mental health, proper nutrition, and self-responsibility. The fourth and fifth grade health program at Joyce Kilmer stresses the development of good personal health habits, positive relationships, the prevention of disease, and drug/alcohol awareness. Fifth graders take part in a L.E.A.D. program taught by members of the Mahwah Police Department. Puberty education lessons are taught in separate classes for boys and girls in fifth grade. Each year parents are invited to view the videos and other materials that will be shared with the students. The materials are geared to develop concepts of friendship and social responsibility. Parents may request that their child be excluded from the puberty lesson by contacting the physical education teacher or the principal in writing.

### **Instrumental Music**

Our instrumental music teachers provide instruction in woodwinds, brass, and strings. Half-hour lessons are scheduled on a rotating basis. As students' progress, they are invited to join the Joyce Kilmer beginning and/or advanced band which appear in two school concerts each year. A beginners and advanced string ensemble also perform.

### **Vocal Music**

Students expand their enjoyment of music at Joyce Kilmer as they begin singing in harmony and have increasing opportunities to join the chorus. Skill in reading music is developed and the appreciation of listening to classical music is developed.

### **Art**

An integration of art history and firsthand experiences summarizes the Joyce Kilmer art program. Students are introduced to a variety of artists and their work. Students also create their own masterpieces.

### **Library/Media**

The Joyce Kilmer Library and Media Center provides students and teachers with a variety of materials that support the core curriculum. When visiting the library, students are exposed to literature and technology-based activities that help to

promote the development of lifelong readers and 21<sup>st</sup> Century thinkers. Students are responsible for materials used. They will be expected to pay for lost or damaged library books.

### **Technology**

Joyce Kilmer School is dedicated to preparing students for success in the 21<sup>st</sup> Century. Classroom instruction is enhanced in the Innovation Lab. All students are assigned a school issued laptop to use in school for the school year. Digital boards and computers are used in all classrooms. In addition, classes can utilize the Internet and numerous software programs. Please read and review the district acceptable use policy using the parent portal on Realtime.

## **STUDENT ENRICHMENT**

### **Character Education**

We have a strong commitment to character education at Joyce Kilmer School. Through Responsive Classroom, morning meeting, Keys to Character, classroom activities, school programs, and extracurricular activities, we strive to teach our students to live ethical principle-based lives.

### **Math Magic/Creative Problem Solving**

Each spring, students meet one afternoon a week after school to participate in these hands-on programs.

### **Project Challenge**

All students in grades four through eight are annually considered for inclusion in Project Challenge. Special programs are provided in academics and art. Students are screened using specific methods appropriate to each of the four program areas. These include cognitive ability tests, creative thinking tests, teachers' evaluations, auditions, and evaluations of student portfolios.

### **Intramurals**

Intramural sports are held periodically for fifth graders during the recess periods of the day.

### **Homework**

Homework assignments are given to extend and improve a student's understanding of a subject and to help the student develop good independent study habits. Homework will vary in frequency and difficulty based on the individual needs and abilities of the student. Homework is designed to be an extension of work assigned in class and will reinforce skills learned during instruction. Long term assignments such as monthly book reports, social studies or science projects, or research papers may also be assigned.

## **DISTRICT ASSESSMENTS**

-NJSLA will be administered to both fourth and fifth grade students. It is important that students perform their best on the NJSLA and are not absent on these dates.

-The CogAT test will be administered to fifth graders in the spring.

-The NJSLA for Science will be administered to 5<sup>th</sup> grade students in the spring.

### **SPECIAL SERVICES**

#### **SPEECH/LANGUAGE SERVICES**

In determining eligibility for services, it is integral to assess the impact of a disorder of phonology or articulation on the student's education performance in and out of the classroom. Educational impact of an articulation or phonological disorder most likely will be observed in the student's inability to be understood during oral discussion, oral reading, and oral presentations across all content areas including math, science, social studies, and so on. The ability to use speech as a tool to establish and develop peer relationships and experience sound emotional development should also be considered in identifying evidence of educational impact. Documentation of the educational impact of the speech problem shall be provided by the student's teacher and evaluations will be conducted as needed.

You may refer to [N.J.A.C.6A: 14-3.6 (a) 1].

#### **SMALL GROUP/WINN INSTRUCTION**

Remediation in mathematics and reading is offered to students through our reading and differentiated mathematics improvement program. Students are identified for this additional assistance through analysis of test scores, classroom performance, and teacher recommendation. Instruction is then tailored to meet his or her individual needs.

#### **INDOOR RECESS**

On days that are inclement or below 32° outdoors, students will have indoor recess. Students will be in the gym or classrooms where they will engage in activities such as reading books or magazines, playing cards, or playing board games. Students should be prepared to bring something with them to do on indoor recess days.

#### **FIELD TRIPS**

Each class will attend a field trip during the school year. A form requesting parent permission will be sent home in advance of field trips and should be signed and returned promptly. Students are not permitted to go on field trips without parental consent. Please notify the classroom teacher if you have any concerns regarding field trips.

### **STUDENT OBLIGATIONS**

#### **LIBRARY BOOKS**

Books borrowed from the school library are the students' responsibility and must be cared for. If a book is damaged or lost, the student will be charged for its replacement.

### **CARE OF PROPERTY**

Under no circumstances may students deface or destroy school equipment or property. Where negligence or willful destruction is evidenced, parents will be required to pay the cost of replacement.

### **DESKS AND LOCKERS**

It is the responsibility of each student to maintain clean, orderly desks and lockers. Locks are provided by the school for fifth grade locker corridors. Students are advised not to share their combinations with anyone. The school reserves the right to inspect students' desks and lockers at any time. In order to maintain a clean facility and respect of our school environment, decorating the outside of school lockers will not be allowed for any reason.

### **CHAIN OF COMMAND**

The first person you should contact about student concerns is the staff member closest to the situation. Please move through the following chain of command if a concern needs to be addressed:

1. **Classroom Teacher**
2. **Child Study Team** (Special Education students)
3. **Assistant Principal , Ashley Adams**
4. **Principal, Billy Bowie, Ed.D.**
5. **District Director of Special Services** (Special Education students) **Lisa Rizzo**
6. **Assistant Superintendent, Dennis Fare, Ed.D.**
7. **Superintendent, Michael DeTuro, Ed.D.**

### **GENERAL INFORMATION**

#### **ACCESS TO STUDENT RECORDS**

According to FERPA rights and School Board Policy 8330, parents have access to student records. Parents must give consent before personal identifiable information in the records is disclosed, except to the extent that FERPA and its regulations authorize the disclosure without consent. You may seek to amend the student's education records if you believe they are inaccurate, misleading, or otherwise in violation of privacy rights. In addition, parents may file a complaint with the DOE concerning alleged violations of FERPA or its regulations. Parents may arrange to review cumulative records pertaining to their children by calling the principal. Records of students who have been evaluated by the district Child Study Team may be reviewed at the office of the Director of Special Services.

#### **REALTIME PARENT PORTAL**

Parents may access the Realtime Parent Portal using the link provided on the district website. Once logged in parents may access and update student contact information, student

attendance, and the district acceptable use policy. Parents of students new to the district will be e-mailed information regarding Realtime and directions explaining how to gain initial access to the site.

#### **FORGOTTEN ITEMS/LUNCHES**

Any item that students forget to bring to school must be brought to the main office. In order to minimize disruptions of classroom instruction, items, including homework and projects, will be placed in or by the appropriate teacher's mailbox. Lunches will be left inside the main office, on the lunch cart, and distributed to the student before each lunch session begins. Students should pick up forgotten musical instruments or sneakers for gym before their respective class. Students will not be excused from class to call home but will be able to use the main office phone before school or during lunch to call someone to bring in forgotten items.

#### **LOST AND FOUND**

Lost and found items can be found in the all-purpose room. It is recommended that all belongings be labeled with your child's name. Parents can check for lost items at parent teacher conferences and reminders will be made for students to check for lost items.

#### **BIRTHDAY CELEBRATIONS**

Birthdays are very special days in the lives of young children. Students may bring in treats to share with the class to celebrate their birthdays.

**Please refer to the approved snack list, which can be found on the JK website under the Parent Resource tab.**

**In order to maintain a clean facility and respect for our school environment, decorating the outside of school lockers will not be allowed for any reason.**

#### **STUDENT BICYCLE, SKATEBOARD, AND SCOOTER TRANSPORTATION**

Bicycle, skateboard, and scooter riders are required to bring written permission from a parent or guardian that they can ride their bicycle, skateboard, or scooter on a particular day. Students should: wear a helmet, ride single file, walk across intersections and on school property, learn and use proper bike signals. The school is not responsible for lost or stolen bicycles, skateboards, or scooters.

#### **VISITORS**

For the protection of our students, parents and visitors are to report to the school office and sign our visitor's register and receive a visitor pass. Visitors are not to be in the school building or admitted to the classrooms during school hours unless they have signed in at the main office. No visitor, agent, or solicitor is to enter any classroom or contact any teacher or student during school hours without the

permission of a school administrator.

#### **SCHOOL COLORS AND MASCOT**

Joyce Kilmer School's colors are Columbia blue and gray. Our district mascot is the Thunderbird.

#### **COMMUNICATION FROM SCHOOL**

Communication between home and school is crucial to the positive functioning of the school. Joyce Kilmer, along with other schools in the district, use the One Call system to inform parents of important information or events. Any important information that is sent from school will be done through the One Call emailing system. To avoid overwhelming families with emails throughout the week, Joyce Kilmer administration will do their best to send emails containing various information on Wednesdays and Fridays. It is important that families open this information and read it thoroughly. Please make sure that you log onto the Parent Portal and update your contact information.

#### **EQUITY STATEMENT**

The Mahwah Public School District prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (e.g., Braille, large print, audiotape, etc.) should contact the office of special education.

#### **AFFIRMATIVE ACTION INFORMATION**

It is the policy of the Mahwah School District not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, national origin, social or economic status, or marital status, in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972, N.J.A.C. 6:4-1.1, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

Inquiries regarding compliance may be directed to Mr. Dennis Fare, Affirmative Action Officer, at: 201-762-2405, or to the school principal.

#### **SECTION 504**

##### **What is a Section 504 Plan?**

A Section 504 Plan is a legally binding document. It is designed to assist an eligible student by setting out the services the student will need in order to participate in the regular or general education program.

Section 504 of the Rehabilitation Act of 1973, and the subsequent American with Disabilities Amendments Act of 2008, is intended to prevent intentional or unintentional discrimination against persons with disabilities.

In essence, Section 504 was enacted to “level the playing field” – to eliminate impediments to full participation by persons with disabilities.

This legislation protects the civil rights of people with disabilities, e.g., physical or mental impairments that substantially limit one or more major life activities. It prohibits organizations that receive federal funds from discriminating against otherwise qualified individuals on the sole basis of a disability.

Section 504 of the Rehabilitation Act of 1973 is enforced under guidelines provided by the U.S. Department of Education, Office for Civil Rights (OCR)

#### **DRUGS, ALCOHOL, CHEMICAL COMPOUNDS POLICY (BOE Policy 5530)**

Any Mahwah Public School student is forbidden from selling or transferring any alcohol, drugs, or certain chemical compounds while at school or attending any school function or on school property. Such activity will result in suspension with possible recommendation for expulsion.

Students in school, on school property, or attending a school function who illegally use or illegally possess alcohol, drugs, narcotics or certain chemical compounds are in violation of the law. The principal will notify the parents of the violation and will indicate that the student is to be removed from school.

##### **I. Intervention Procedures for Students Who May Be Under the Influence” (in accordance with N.J.S.A. 18A:40A-9)**

“Whenever it shall appear to any teaching staff member, school nurse or other educational personnel...that a pupil may be under the influence of substances...shall report the matter as soon as possible to the school nurse or medical inspector...or to a substance awareness coordinator and to the principal or, in his absence, to his designee. The principal or his designee shall immediately notify the parent or guardian and the superintendent of schools...and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian within 2 hours of parent notification. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return.”

If the test results are returned positive, the student will be called in and his/her parent/guardian will be notified by the nurse and/or principal designee.

Further information about the drug, alcohol, and chemical compounds can be found by referencing Board of Education

Policy 5530 or by contacting a school administrator.

#### **CHILD FIND**

Child Find activities result in the location, identification, and evaluation of children ages three through twenty-one who reside within the school district or attend non-public schools and who may be disabled. If you have concerns regarding your child’s development or learning and believe he/she may have a disability, please contact our Child Study Team. The Child Study Team can be reached at 201-762-2281.

#### **ANNUAL INTEGRATED PEST MANAGEMENT NOTIFICATION**

The Mahwah Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school’s IPM Policy included with this notice. All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for the Mahwah Township Public School District is Mr. Gregory Romero (201) 762-2402 at 60 Ridge Road, Mahwah, NJ, 07430. The IPM Coordinator maintains the pesticide product labels, and the Material Safety Data Sheet (MSDS) (when one is available), to each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. The IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

A copy of Mahwah Township Public School’s IPM Policy can be found online <https://www.mahwah.k12.nj.us/Page/1809>